

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Instructional Aide - Preschool
Department: School Site
Reports To: School Principal or Site Supervisor.

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION:

Under the guidance of the preschool teacher, conduct a safe and nurturing environment for children that encourages their social, emotional, physical, and intellectual development. Assist in the design and implementing a developmentally appropriate curriculum. Maintain positive relationships with students, parents, co-workers and supervisor. Ensure safety and supervision of children at all times by meeting physical demands of the position.

ESSENTIAL DUTIES

- Assist in implementing a program in accordance with State guidelines.
- Assist in providing a safe, nurturing, and positive experience for the children.
- Consider the individual child in relation to his culture and socio-economic background.
- Assist in maintaining open and effective home-school communication.
- Assist in developing and implementing effective, developmentally appropriate curricula.
- Work cooperatively with school site and program personnel to maintain a quality program.
- Communicate site program needs to the Teacher/Director.
- Maintain effective and confidential relationships with employees, parents and students.
- Assist in the set-up and arrangement of supplies, equipment, and classroom environment.
- Perform other related work as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic child guidance principles and practices;
- Knowledge of the District and site program policies and procedures.
- Basic knowledge of early childhood development to assist the program in implementing a high quality program.
- Safe practices in classroom and playground activities;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Reading and writing communication skills
- Oral and written communications skills
- Record-keeping techniques.

ABILITY TO:

- Assist in providing guidance and developmental experience to children.
- Assist the staff in classroom activities.
- Perform clerical duties such as filing, duplicating and maintaining simple records; print and write legibly.
- Make arithmetic calculations quickly and accurately; understand and follow oral and written directions.
- Communicate effectively with children and adults
- Communicate effectively both orally and in writing
- Conform and support the assigned teacher's style of classroom management
- Supervise and discipline students according to approved policies and procedures
- Operate instructional and office equipment
- Demonstrate manual dexterity necessary to classroom instruction and activities.
- Establish and maintain effective working relationships with others

- Assist preschool-aged students with meal activities, hygiene, first aid, and toileting as required. Lift preschool-aged children.

MINIMUM QUALIFICATIONS:

Must be at least 18 years old.

High School Diploma or equivalent required.

Preferred experience working with children in a structured or unstructured setting is required.

WORKING CONDITIONS

ENVIRONMENT:

- Employee in this position will be required to work indoors and on playgrounds. Employee comes into direct contact with students, staff and public.

PHYSICAL DEMANDS:

- Stand/Walk for extended periods of time
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aides
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- Speak so that other may understand at normal levels and on the telephone
- Enter data into computer terminal, uses standard office equipment and operate a telephone.
- Stand, walk, bend over, stoop, grasp, reach overhead, push pull and move, lift and/or carry 0-40 pounds to waist height.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

Note: Minimum qualification - Must meet NCLB requirements